



**JOHN O'GRADY
CLERK OF THE COURT OF COMMON PLEAS
CIVIL DIVISION
HALL OF JUSTICE
369 S. HIGH STREET, THIRD FLOOR
COLUMBUS, OH 43215**

INSTRUCTIONS FOR THE FILING OF A FOREIGN JUDGMENT(S)

Required Instruments and Information:

1. Affidavit with the names and last known addresses of both the judgment creditor and judgment debtor.
2. Instructions For Service (required to send notice to the judgment debtor of the filing of a foreign judgment against him in this Court).
3. Praecipe for a certificate of judgment.
4. Authenticated copy of judgment or an exemplified copy of the Court docket.
5. Filing fee in the amount of \$38.00 (money order or certified check only) made payable to "The Franklin County Clerk of Courts."

Note: This judgment cannot be accepted for filing unless the above information is completed and submitted in full.

If you have any further questions, please feel free to contact this office at (614) 462-3621.